



St Hugh of Lincoln Nursery

Lock Down Policy & Procedure

St Hugh of Lincoln Nursery School aim to ensure that all children are kept safe at all times. As part of our health and safety policies and procedures the nursery has a Lock Down Procedure.

On very rare occasions it may be necessary to seal off the nursery so that it cannot be entered from the outside. This will ensure that children, staff and visitors are safe in situations where there is a hazard in the nursery grounds or outside the nursery in the near vicinity.

A LOCK DOWN is implemented when there are serious security risks for the premises and individuals within it due to, for example a nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Notification of Lockdown

Staff will be notified that LOCK DOWN procedures are to take place immediately on hearing the Manager and/or Deputy Manager repeating the words “LOCK DOWN.”

This will be following being informed of an incident through staff, telephone, emergency alert, email or any other means.

If we are notified by an Emergency Alert we shall follow instructions. An alert may include a phone number or a link to the GOV.UK website we can consult for more information.

Procedures:

Staff will follow the CLOSE procedure on hearing the shout for LOCK DOWN:

- Close all windows, curtains and doors
 - Lock up
 - Out of site and minimise movement
 - Stay silent and avoid drawing attention
 - Endure – be aware you may be in LOCK DOWN for some time.
1. Outside staff will immediately usher all children inside to sit quietly on the mat. The last staff member to come in will check the outside area, then lock the door from the inside.
 2. Inside adults will immediately close all windows and curtains and ask the children to sit quietly on the mat.
 3. The Manager/Deputy Manager will shut down the main computer in the Manager's office, lock the Manager's outside door, take the laptop (that will be used to inform parents of the LOCK DOWN situation via Parentmail) and mobile phone and go into the main classroom locking the inner door.
 4. On hearing the LOCK DOWN call, the Receptionist in the front office will immediately close the window blinds, shut down the computer, take the emergency contact file and leave the office locking the door behind them. The Receptionist will ensure all individuals in the office and cloakroom are ushered into the main classroom. She/he

will then ensure the classroom windowpane is covered to prevent anyone from peering inside.

5. If the front office staff are *not* working, the Manager (or Deputy Manager if the Manager is absent) will shut down the front office computer, close the window blinds, collect the emergency contact file and return to the main classroom. She/he will then ensure the classroom windowpane is covered to prevent anyone from peering inside.
6. Once all children and adults are gathered in the main room the Manager will call the register ensuring all children, staff, visitors and volunteers are safe in the main room.
7. All staff will support the children to remain calm and quiet.
8. The Manager (or Deputy Manager in the absence of the Manager) will call the police to alert them of the LOCK DOWN situation.
9. If necessary, parents will be informed by Parentmail (on the laptop) that the nursery is in a full LOCK DOWN situation and that the police have been informed. During this period the entrances will be un-manned, and no one will be allowed in or out. Parents should *not* attempt to call the nursery as this will tie up emergency phone lines. A template of the e-mail that will be sent to parents is filed on the Parentmail system for ease of access.
10. All persons will remain in the Lock Down position until the Manager/Deputy Manager advises that the situation has ceased and gives the ALL CLEAR message.
11. Children will not be released to their parents during LOCK DOWN.
12. Depending on the type and severity of the situation, parents may be asked *not* to collect their children as it may put them or their child in danger.
13. Parents will be notified by the Manager or emergency services about the time and place that their children can be collected if this needs to be changed from the usual procedure.
14. A letter to parents will be sent home on the nearest day possible following any serious incident to inform parents of the context of the LOCK DOWN.

LOCK DOWN Drills

LOCK DOWN practises will take place two times a year. The Manager will monitor and review the policy as and when needed.

Should the children need to be evacuated from the building, in the first instance the place of safety would be Our Lady of Lourdes Catholic Primary School hall. If the school has evacuated, then the nursery children will be taken to Our Lady & St Hugh Catholic Church Hall, Moorland Road, OX28 5YA.